

11. Alerts and email notifications

In-platform alerts and email notifications are delivered to both meeting organisers and invitees each time a new meeting invitation is issued and when invitations are accepted or declined. Below is a list of triggers highlighting who will receive notifications when a user performs an action.

Action	In-platform alert (Inviter)	Email notification (Inviter)	In-platform alert (Invitee)	Email notification (Invitee)
Meeting invite has been sent			✓	✓
Meeting invite has been accepted	✓	✓		
Meeting invite has been declined	✓	✓		
Meeting has been cancelled by the inviter			✓	✓
Meeting has been cancelled by the invitee	✓	✓		
Meeting starts in 5 minutes	✓	✓	✓	✓
Meeting is now	✓	✓	✓	✓

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